



National Science Foundation

Intergovernmental Personnel Act Vacancy

OFFICE OF THE DIRECTOR OFFICE OF POLAR PROGRAMS ARLINGTON, VA 22230

ANNOUNCEMENT NUMBER: E20020049-IPA OPEN: 12/13/2001 CLOSE: UNTIL FILLED

Individuals wishing to apply for a permanent position see vacancy announcement number E20020047A.

The National Science Foundation (NSF) is seeking qualified candidates for the position of a Social Scientist (Program Manager) for Arctic Science Section, Arctic Social Science Program, Office of Polar Programs (OPP), Office of the Director.

This position is located in the Arctic Science Section of the Office of Polar Programs, National Science Foundation. The Office of Polar Programs (OPP) is the designated single point manager of the United States Arctic Social Science Program. The Arctic Science Section supports scientific research in the Arctic and Antarctic. The Program also supports scientific projects involving data acquisition, analysis, and field/logistics capability in the Arctic. Goals of the Arctic Social Sciences program are to understand the social, behavioral, and economic processes of the Arctic, to advance the scientific basis for predicting the human impacts and other societal aspects of environmental change on a decades to centuries time scale, to provide information for policy options in response to the anticipated impacts on and from human systems in the Arctic, to coordinate Section-wide educational and outreach efforts and to represent the OPP in a number of NSF-wide education programs, and to provide information on logistical/research support requirements of social scientists.

Initial assignments under the IPA mechanism may be made for a period of one to two years, and may be extended for a third year. Individuals eligible for an IPA assignment include employees of State and local government agencies, institutions of higher education, Indian tribal governments, federally funded research and development centers and qualified non-profit organizations involved in public management in instances where such assignments would be of mutual benefit to the organizations involved. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between NSF and the home institution. Annual salary ranges from \$74,697 to \$116,414.

STATEMENT OF DUTIES: The incumbent manages a program that provides about \$7.0 million annually in direct support of scientific research and also serves as the South Pole Science Manager, helping to ensure that research projects sited at South Pole Station are carried out successfully.

- Works to meet the needs of the research and education enterprise through a mix of program, Office, Foundation-wide, and interagency activities.
- Manages program resources, ensuring integrity and consistency in the grant/declination process without conflict-of-interests, and exercising scientific judgment; identifies and supports emerging areas and achieves balance among appropriate sub-fields and institutions, and participation of all qualified scientists.
- Manages an effective, timely merit review process, with attention to increasing the size and quality of the reviewer pools and insuring participation by women, minorities and disabled scientists.

- Visits, as appropriate, field sites and institutional facilities, science program organizational and management meetings, including meetings of scientific societies where results related to arctic research are presented.
- Provides scientific expertise, evaluation and advice for other programs in NSF, including international programs, and cross-directorate research and education programs.
- Advises and assists in the development of short-and long-range plans, establishing goals and objectives for research and education programs. Plans the budget for the program(s).

QUALIFICATIONS REQUIRED: Applicants must have a Ph.D. or equivalent experience in a social science or related discipline, plus six or more years of successful research, publication, research administration, and/or managerial experience pertinent to the position.

HOW TO APPLY: Individuals interested in an IPA assignment should submit a curriculum vitae or resume, publication list, and a letter referencing qualifications choice to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Arlington, VA 22230, Attn: E20020049-IPA. In addition you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. Telephone inquiries may be referred to Maria Sutton at (703) 292-4364. Hearing impaired individuals may call TDD (703) 292-8044. Announcements may be accessed electronically on the World Wide Web at: <http://www.nsf.gov/oirm/>.

NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER